



# Department of Defense DIRECTIVE

NUMBER 7060.6

August 25, 1999

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DA&M

SUBJECT: International Cooperative Administrative Support Services (ICASS)

- References:
- (a) Section 2695b of title 22, United States Code
  - (b) Program Budget Decision 081C, "Defense-wide Activities," December 17, 1996
  - (c) National Security Decision Directive (NSDD) 38, "Staffing at Diplomatic Missions," June 2, 1982
  - (d) U.S. Department of State, "ICASS Handbook," Chapter 900 in the Foreign Affairs Handbook (6 FAH-5), April 1, 1998 <sup>1</sup>

## 1. PURPOSE

This Directive establishes DoD policy and assigns responsibilities and functions under references (a) and (b) for participating in the ICASS system of the Department of State (DoS) for shared funding of administrative support services provided by the DoS for U.S. Government Agencies at diplomatic posts overseas.

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

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<sup>1</sup> Available at [www.icass.com](http://www.icass.com)

### 3. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

### 4. POLICY

It is DoD policy that:

4.1. The Department of Defense shall participate in the ICASS program to the extent that such participation is determined to be the most economical means of obtaining support.

4.2. Because of the cost of ICASS support, the minimum number of DoD personnel possible, given cost-effective mission performance, shall be stationed where they require ICASS support. Insofar as possible, DoD personnel shall be stationed in the United States or, if they must be overseas, on DoD installations. Even for DoD personnel that must be stationed at U.S. diplomatic posts, their support, especially medical, shall be from DoD installations if such support is reasonable for commuting distance and other factors. Only if mission performance requires, or ICASS support is lowest cost, shall ICASS support be utilized.

4.3. Before changing the number of full-time, permanent, direct-hire positions (U.S. military, U.S. civilian, or foreign service national) at, or the composition or mandate of, a DoD staff at a U.S. diplomatic or consular post or in a foreign country, the approval of the DoS host Chief of Mission shall be obtained, as required by NSDD 38 (reference (c)). The only exception is for individuals or units under the command of a U.S. area military commander.

4.4. To permit management analysis and answers to Congressional and other queries, totals for their ICASS annual support costs and numbers of personnel supported by the ICASS shall be collected by each DoD Component.

### 5. RESPONSIBILITIES AND FUNCTIONS

5.1. The Under Secretary of Defense (Comptroller) shall:

5.1.1. Exercise overall supervision of the financial management aspects of DoD participation in the ICASS system.

5.1.2. Develop DoD financial management policies and provide financial management policy guidance on DoD participation in the ICASS system.

5.1.3. Conduct periodic evaluations of DoD participation in the ICASS cost-sharing system, as follows:

5.1.3.1. To examine if the ICASS billing system is fair, in accordance with standard accounting procedures, and is functioning effectively.

5.1.3.2. If billing problems are found, provide the DoD lead to ensure that corrective actions are taken.

5.1.4. Provide an overall DoD representative to the ICASS Inter-Agency Working Group, as necessary.

5.2. The Heads of the DoD Components who have personnel receiving ICASS support shall:

5.2.1. Establish and maintain centralized billing procedures requiring that their employees who use ICASS support at U.S. diplomatic posts shall notify the paying office of their Component about changes at the posts in both the number of their Component positions and the cost of ICASS services.

5.2.2. Provide updated ICASS billing address listings for their component to the ICASS Service Center (ISC) at the DoS.

5.2.3. Provide a representative to the ICASS Inter-Agency Working Group for their DoD Component, as necessary.

5.3. The Director of Administration and Management, Office of the Secretary of Defense, shall:

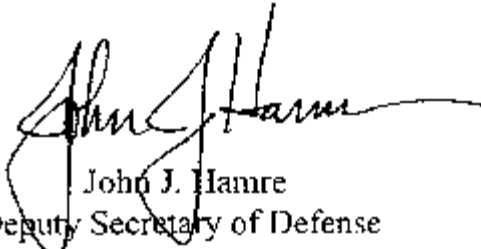
5.3.1. Exercise overall oversight of DoD participation in the ICASS system.

5.3.2. Develop overall DoD policies and provide overall policy guidance on DoD participation in the ICASS system.

5.3.3. Serve as the DoD representative on the ICASS Executive Board.

6. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre  
Deputy Secretary of Defense

Enclosures - 1

E1. Definitions

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1.1. International Cooperative Administrative Support Services (ICASS). A DoS system of shared funding for administrative support services that are provided by the DoS for U.S. Government Agencies at diplomatic posts overseas. The ICASS became fully operational at the beginning of the fiscal year 1998. Details are in the DoS "ICASS Handbook" (reference (d)), which is available at [www.icass.com](http://www.icass.com).

E1.1.2. ICASS Executive Board. The senior-level, inter-Agency group, chaired by the DoS, which meets periodically to address policy issues. Minutes of the meetings are published on the ICASS web site at [www.icass.com](http://www.icass.com).

E1.1.3. ICASS Inter-Agency Working Group. The working-level, inter-Agency group, chaired by the DoS, which meets regularly in close consultation with the ISC to address policy issues and problems of common concern. Minutes of the meetings are published on the ICASS web site at [www.icass.com](http://www.icass.com).

E1.1.4. ICASS Service Center (ISC). Located in the DoS and under the authority of the DoS Chief Financial Officer, the ISC has a permanent inter-Agency staff to provide central support for the worldwide ICASS system. It is the recipient of Memoranda of Understanding signed at local diplomatic posts, which contract for administrative support for non-DoS U.S. Government employees. The ISC calculates and passes the resulting programs, budgets, and bills to, among others, the DoD organizations whose employees receive ICASS support. (The ISC telephone number is 202-663-3260.)